

DCMA

Defense Contract Management Agency



# **Electronic Invoicing: Wide Area Work Flow (WAWF)**

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**Presented By:**

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Representative  
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# What is WAWF???

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- A combination of tools that will enable authorized Government Vendors and DoD personnel access to documents required for payment action in a “paperless” environment
- Provides the baseline technology to generate, capture and process receipt and payment-related documentation via interactive Web-based applications

# Why WAWF???

- 2001 Defense Authorization Act Requires Electronic Invoicing
- DFARS 252.232-7003 (March 2003)
- Eliminates mailing, manual entry, and lost documents
- Speeds up the payment cycle
- One System can do all types of transactions
- Facilitates Unique Item Identification (UID)
- Make Sense

# DFAR 252.232-7003



## Mandatory

- Electronic Submission of Payment Requests
- Contractor SHALL submit payment requests using one of the following electronic forms:
  - Wide Area Work Flow-Receipt & Acceptance (WAWF-RA)
  - Web Invoicing System (WInS)
  - American National Standards Institute (ANSI) X.12 electronic data interchange (EDI) formats
- Electronic method authorized by the Contracting Officer
- Contractor SHALL meet appropriate payment clause

- Material Inspection and Receiving Report (MIRR)
- The contractor SHALL prepare and furnish to the government a MIRR in the manner and to the extent required by Appendix F
- Submission of the MIRR by using WAWF

# Objectives

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- Create an electronic commerce environment using existing tools
- Demonstrate process improvements in bill paying and accounting operations
- Reduce operating costs
- Reduce unmatched disbursements
- Leverage EDA, EDM, EDW and EDI capabilities coupled with Web technology to process payment information

# Benefits

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- Elimination of Paper-Based Support Functions
- Global Accessibility
- Accuracy of Documents
- Secure and Auditable Transactions

# Minimum System Requirements

- Microsoft Windows
  - 98
  - NT 4.0 SP6a
  - 2000
  - XP
- Web Brower
  - Netscape Navigator (128 bit) Version 4.76, 4.78 or 4.79
  - Internet Explorer (128 bit) Version 5.5 SP2 or later
- Microsoft Crypto API Dynamic Linked Library
  - Only needed if signing documents with PKI Certificate
- Adobe Acrobat Reader Version 4.0 or later



# Security and Password Info

- New Users: Register at designated WAWF
- Password is emailed to you
- Must change password every 90 days
  - *Once expired, no grace period*
  - *Must change before proceeding*
- 59 minutes session management (timeout)
- Password Rule: 1 Cap, 1 Lower, 1 Numeric, 1 Special Character
  - *Can't use last 10 passwords*

# Roles

|                  |   |
|------------------|---|
| Vendor           | Create  |
| Inspector        | QAR, DCAA, CA, ACO  |
| Acceptor         | Destination Acceptor or ACO                               |
| Pay Clerk Office | DFAS Pay Office   |
| LPO              | Local processing official<br>(Navy Pay Contracts Only)    |
| View Only        | Admin by, Inspected by,<br>Issued by, (Pay Office/Vendor) |

# Vendor

- What does WAWF-RA allow me to do?
  - Submit Invoices and Receiving Reports electronically
  - Be notified when action has been taken by the Government Inspection & Acceptance Officials
  - On-line correction to documents without retyping the entire information
  - View the status of previously submitted documents
  - Initiate follow-on actions

- What does WAWF allow me to do?
  - Conduct on-line review of Receiving Reports and compare products/services to the contract
  - Electronically accept/reject contractor submitted documents
  - Electronically document inspection and/or acceptance and digitally sign

# Government Payment Officials

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- What does WAWF allow me to do?
  - Eliminate the re-keying of data and associated errors (increase accuracy and reduce manpower requirements)
  - Ability to review and reject, with comments, improper invoices for correction and resubmission (reduce the number of calls to Vendors)

# Common Features

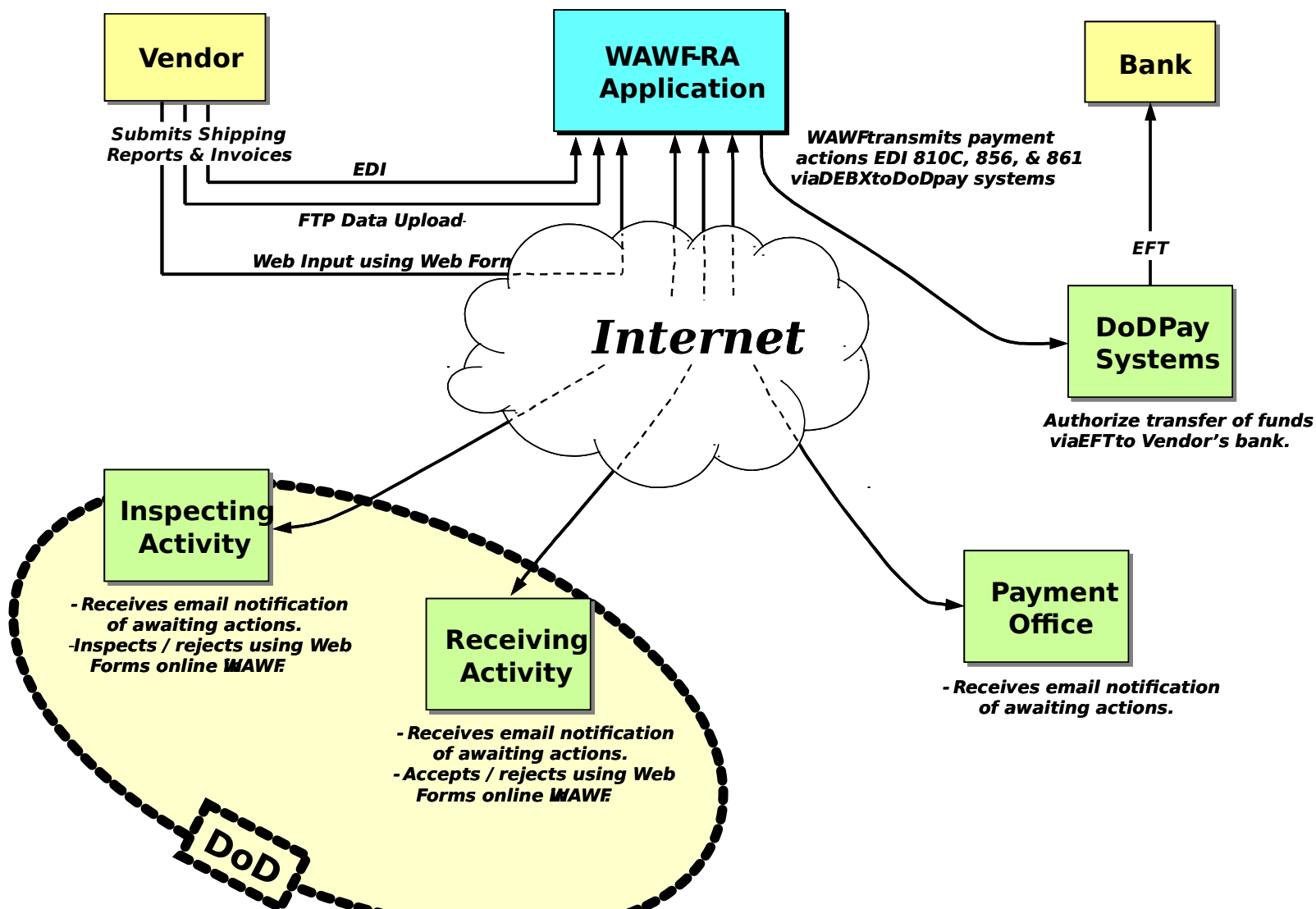
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- System generated email notification of actions taken
- Allow all parties to monitor the process
- Initiate corrective or follow-up actions

# Document Access – view Only

- Additional personnel who have a need to view documents can be granted access
- Access is limited to those individuals who are responsible for monitoring progress
  - Vendors are limited to query and viewing previously submitted documents
  - Government are limited to viewing the contract, receiving reports and invoices

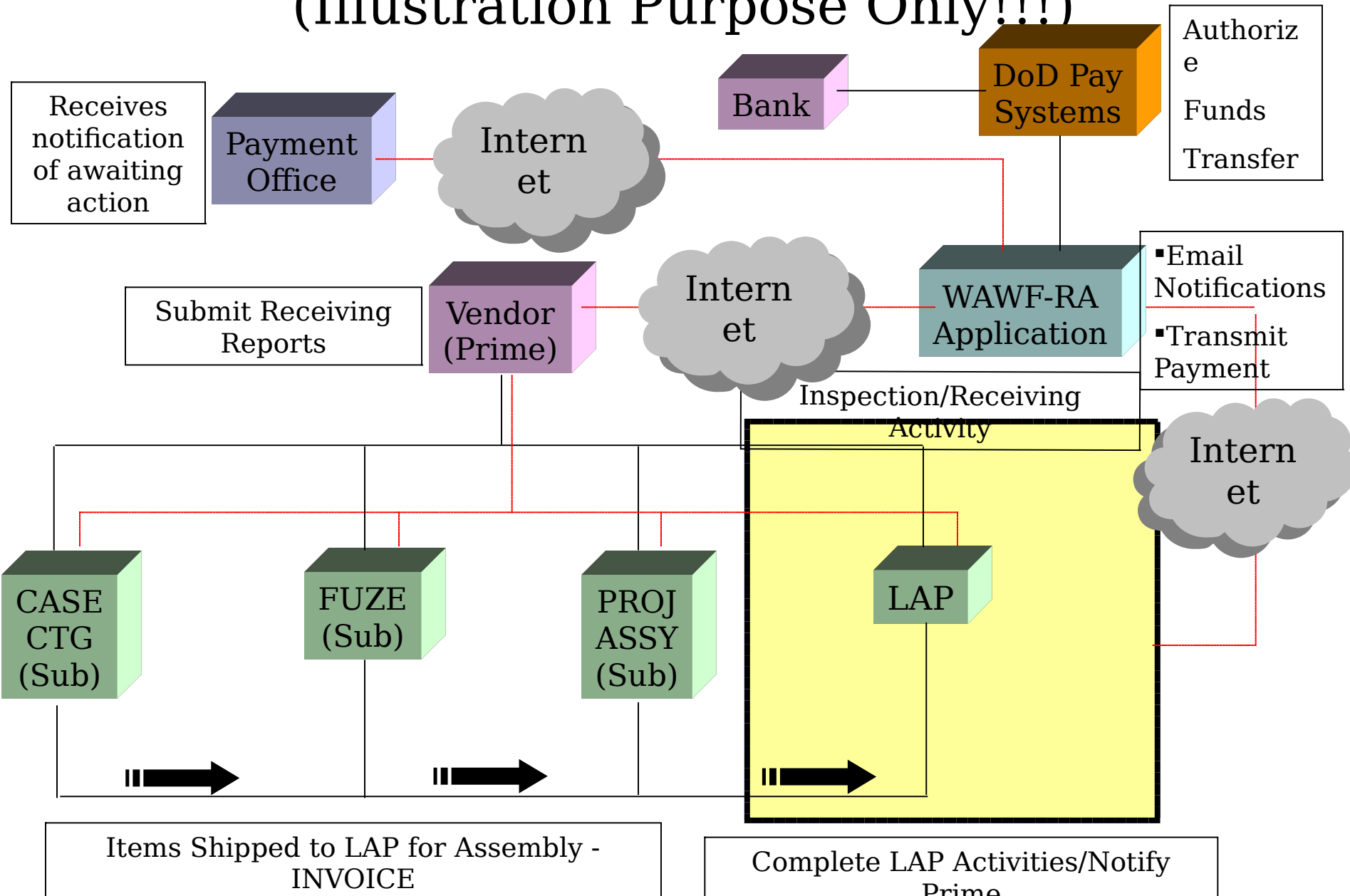
# How WAWF Works





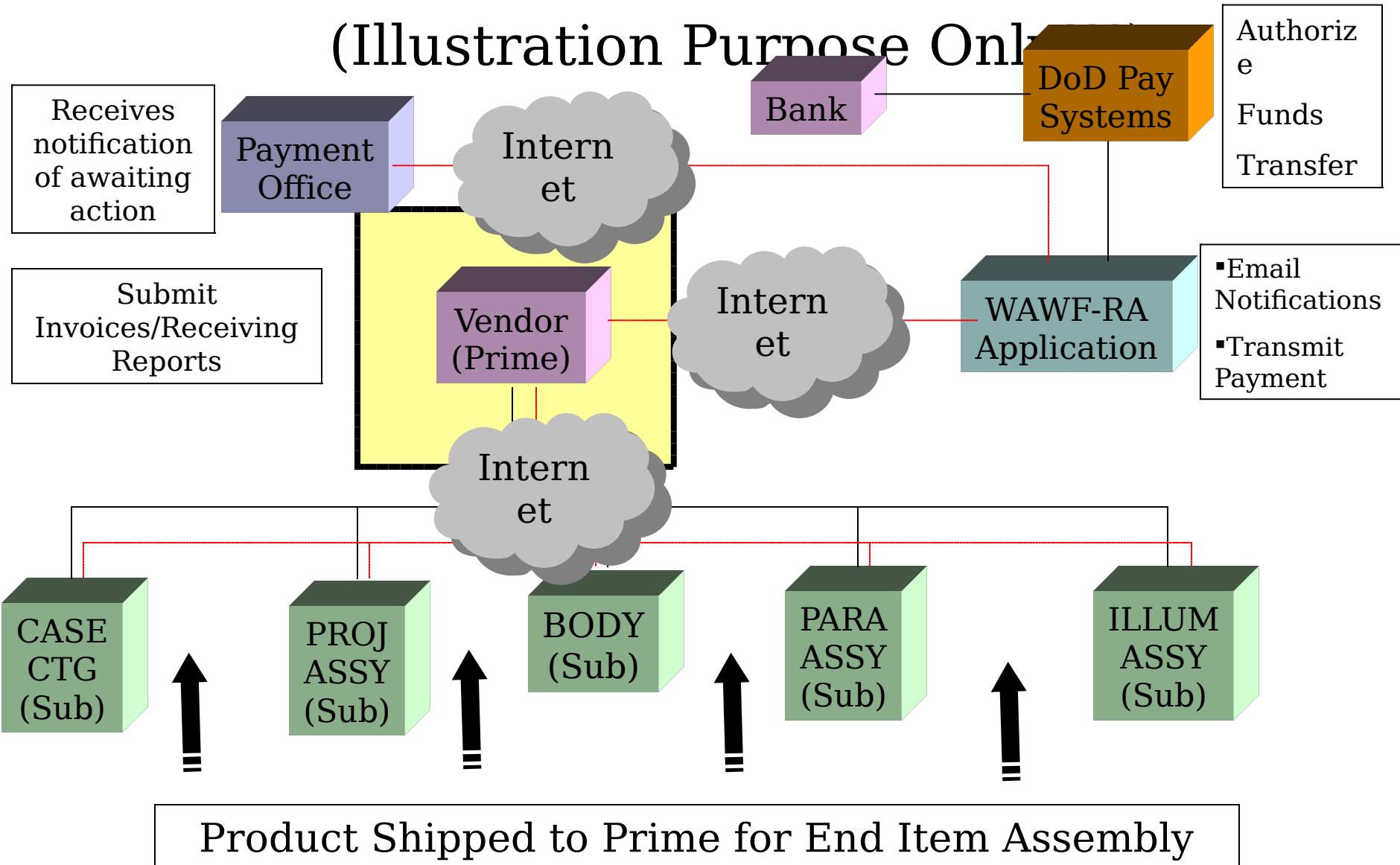
# CTG 40MM HEDP M430A1

(Illustration Purpose Only!!!)



# CTG 40MM WHI STAR PARA M583A1

(Illustration Purpose Only)



# Available Documents

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- Invoice – Commercial and Fast Pay
- 2 in 1 Services Only Invoice
- Commercial Item Financing
- Performance Based Payments
- Progress Payments
- Receiving Reports
- Invoice/Receiving Reports Combo
- Public Voucher
- Summary Public Voucher

# RECEIVING REPORT

(Please look in WAWF-RA for signed copy)

Contract Number

Delivery Order

Issue Date

☒ Supplies

☐ Services

2002/04/10

Shipment Number

Shipment Date

Final  
Shipment

Inspection Point

Acceptance Point

☐ CoC

☒ ARP

DFT0514

2004/04/28

N

S

S

B/L Number

TCN

First Line Haul Mode

Gross Weight

FOB

S1103A0021979

S

Summary of Detail Level Information

Total

1 CLIN/SLIN(s)

## Routing Information

Prime Contractor

Ship To

DoDAAC: W44XMF

Name: XR W390 MCALESTER ARMY AMMO PLANT

WHOLESALE SUP ACCT

MCALESTER OK 74501-5000

Administered By

Code: S1103A

Name: DCMA ATLANTA

Inspect By

DoDAAC: S1103A

Name: DCMA ATLANTA

Payment Official

DoDAAC: HQ0338

Name: DFAS - COLUMBUS CENTER

Ship From

ACCEPTED IN WAWF-RA

# RECEIVING REPORT

- CONTINUATION SHEET, LINE ITEM DETAILS -  
(Please look in WAWF-RA for signed copy)

Contract Number

Delivery Order

Shipment Number  
DFT0514

Invoice Number  
514

Item No  
0005AA

Stock No

Unit Price

Unit of Issue  
EA

Qty Shipped  
1568

Amount

Stock Type

ACRN

GFE

Ship Advice  
Code

FS

N

Description

Milstrip No.  
N490652073001A

Quantity  
1568

TOTAL:

ACCEPTED IN WAWF-RA

# RECEIVING REPORT

-- CONTINUATION SHEET, MISCELLANEOUS INFORMATION --  
(Please look in WAWF-RA for signed copy)

Contract Number

Delivery Order

Shipment Number  
DFT0514

Invoice Number  
514

## Initiator Information

Name: jennifer king  
Title: shipping clerk  
Phone #: 423-639-6191  
DSN:  
Email: jking@delfasco.com  
Org Email: jking@delfasco.com

Date of Action: 2004/04/27 1230 MDT  
Action(s): Submitted Web, Combo

Comments: THE WARRANTY PERIOD OF THE QUANTITY STATED HERE ON OF LOT NO. DFT04D001-514 BEGINS APRIL 26, 2004 AND ENDS ON APRIL 25, 2007

MarkFor Representative:

MarkFor Secondary:

Attachment(s):  
AlternateMK76.jpg

## Inspector Information

Name: CHARLES MCCURRY  
Title: QAR  
Phone #: 423-639-7671  
DSN:  
Email: charles.mccurry@dcma.mil  
Org Email: S1103A@DCMA.MIL

Date of Action: 2004/04/28 0821 MDT  
Action(s): Accepted and Processed via EDI

Comments:

MarkFor Representative:

MarkFor Secondary:

Attachment(s):

ACCEPTED IN WAWF-RA

# WAWF vs. Paper



Stats

|                     | <b><u>Manual Process</u></b> | <b><u>Automated Process (WAWF)</u></b> |
|---------------------|------------------------------|--|
| <b>Cash Flow</b>    | <i>30+ Days</i>              | <i>23 Days</i>                         |
| <b>Cycle Time</b>   | <i>10-15 Days</i>            | <i>5-7 Days</i>                        |
| <b>Re-submittal</b> | <i>1-2 Weeks</i>             | <i>Instantaneously</i>                 |
| <b>Error Rate</b>   | <i>High</i>                  | <i>Reduced 99%</i>                     |

**Do It Right... Do It Once... Get Paid!**

**ONS**

**8,000**  
*Transaction*

*1.52 Milli*

## **Rockwell Collins - Ms. Barbara Holden**

" This is an exciting new initiative for Rockwell Collins, DCMA, and the WAWF team resulting in a paperless process that reduces assets, provides a strong benefit to the business cash flow, speeds shipments, reduces processing times, and improves quality of the DD250 submissions."



# WAWF'S FIRST YEAR...Industry Reaction:

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## **Boeing - Ms. Darcy Smith**

" This collaborative environment helps accelerate the payment process, eliminates manual data entry, reduces DD 250 errors and improves the contract reconciliation process for purposes of contract closeout."

# WAWF'S FIRST YEAR...Industry Reaction:

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## **Lockheed Martin - Ms. Evelyn Smith**

"EDI submissions to WAWF from our SAP application achieved a 2-day improvement over the paper process cycle. Instant visibility of rejected invoices saved 1-2 weeks in the re-submittal process."

<https://rmb.ogden.disa.mil>

- *Do not play on this site!*
- *Use for live registration and REAL work only*

WAWF Training Site:

<https://wawftraining.eb.mil>

WAWF Training CBT:

<http://www.wawftraining.com>

# Customer Support

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DISA WESTHEM  
Area Command Ogden  
Customer Service Center  
CONUS ONLY 1-866-618-5988  
COMMERCIAL: 801-605-7095  
DSN: 388-7095  
FAX COMMERCIAL: 801-605-7453  
FAX DSN: 388-7453  
[cscassig@ogden.disa.mil](mailto:cscassig@ogden.disa.mil)

# Recommendations

- Immediately after contract award, decide on strategy and implement 60-90 days prior to first shipment.
- Use the “Delivery Schedule” as the bases for strategy formulation.
- Make full use of WAWF provided training.
- If necessary, use local government representative to assist in WAWF registration process.
- Understand your role and responsibilities, and how your organization fit into the WAWF process flow.
- Have capability to invoice electronically.